



Policy: 1001
Procedure: 1001.05
Chapter: Structure and Authority
Rule: Employee Badges/Shields

Effective: 09/08/2006
Replaces: 4050.09
Dated: 04/17/2001

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) issues metal badges/shields to designated employees (including selected administrators) for their official identification. Badges/shields shall display the official design adopted by ADJC. Employees shall retain the badges/shields they are issued until promotion, demotion, or termination of employment.

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Rules:

1. **Issue and Inventory:**
 - a. The **BADGE COORDINATOR**, as identified by the Director, shall:
 - i. Purchase and store all badges/shields for employees in accordance with established procurement guidelines;
 - ii. Maintain records of:
 - (1) The number and location of badges/shields ordered and on-hand;
 - (2) Badges/shields re-issued from one employee to another;
 - (3) Issued badges/shields in sequential order to include the name, number, type, and work location of each employee assigned a badge/shield; and
 - (4) Badges/shields lost, stolen, or damaged.
 - iii. Ensure **all** non-issued badges/shields are stored in a secure area at Central Office.
2. **Damaged or Defective Badges/Shields:**
 - a. **EMPLOYEES WHOSE BADGE/SHIELD BECOMES DAMAGED** shall:
 - i. Submit an Incident Report to the Badge Coordinator through their chain of supervision explaining the circumstances surrounding the damage;
 - ii. If the damage is due to negligence:
 - (1) Purchase a state-owned replacement badge/shield through the Badge Coordinator; or
 - (2) Absorb all repair costs.
 - iii. If the damage is not due to negligence, the Badge Coordinator shall issue a replacement badge/shield at no cost to the employee.
 - b. **EMPLOYEES WHOSE NEW BADGE/SHIELD IS DEFECTIVE** shall return the badge/shield to the Badge Coordinator.
 - i. The **BADGE COORDINATOR** shall:
 - (1) Provide a replacement badge/shield;
 - (2) Return the defective badge/shield to the manufacturer or his/her representative for credit.

3. **Lost or Stolen Badges/Shields:**

a. **EMPLOYEES WHOSE BADGE/SHIELD IS LOST OR STOLEN** shall:

- i. Submit a Significant Incident Report to the Investigations and Inspections Chief Administrator and the Badge Coordinator through his/her chain of supervision.
 - (1) The **INVESTIGATIONS AND INSPECTIONS CHIEF ADMINISTRATOR** shall immediately provide statewide notification to all law enforcement agencies of the loss.
- ii. If the loss or theft is due to negligence, the **EMPLOYEE** shall purchase a state-owned replacement badge/shield through the Badge Coordinator;
- iii. If the loss or theft is not due to negligence, the **BADGE COORDINATOR** shall issue a replacement badge/shield at no cost to the employee.

4. **Employee Retention of Badges/Shields:**

a. **EMPLOYEES** who have been issued badges/shields shall:

- i. Safeguard badges/shields against damage and/or theft to include:
 - (1) Storing badges/shields in the most secure manner possible when not being carried or worn; and
 - (2) **Not** leaving badges/shields unattended for any amount of time in:
 - (a) Vehicles, secured or not;
 - (b) Briefcases; or
 - (c) Unsecured offices.
- ii. Retain their badge/shield until such time as they:
 - (1) Promote;
 - (2) Demote;
 - (3) Transfer positions; or
 - (4) Terminate employment with ADJC.
- iii. If in the Youth Correctional Officer series, exchange their existing badge/shield for the appropriate rank badge/shield upon promotion/demotion.

5. **Retirement and Employee Purchase of Badges/Shields:**

- a. **EMPLOYEES APPROACHING RETIREMENT** may request their badge/shield be retired from service and issued to them by submitting a written request to the Director through their chain of supervision.
- b. **EMPLOYEES SERVING FIVE YEARS IN A POSITION** may request to purchase their badge/shield at the current contract price when transferring to another position within ADJC.
- c. If an employee dies:
 - i. The **BADGE COORDINATOR** shall:
 - (1) Retire the employee's badge/shield from service; and
 - (2) Ensure the badge/shield is mounted on a wooden plaque at agency expense.
 - ii. The **DIRECTOR OR DESIGNEE** shall present the plaque to the employee's next of kin.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
09/30/2006	Michael Branham, Director		